[Date]

Dear Mr./Ms. [insert name],

I am proud to write to you to recommend [insert subject's name] for the [insert subject's prospective job title] at [prospective new company name]. I have worked as [insert subject's name] [insert your professional relationship] for the past [insert time] in [her/his/their] position as [insert subject's job title] at [insert organization/company name].

During my time working with [insert subject's name], I was always impressed by [her/his/their] [insert first quality] and [insert second quality].

As a [insert subject's job title], [insert subject's name] was able to [insert first example] and managed to [insert second example]. I have always valued [insert quality] in my team, and [insert subject's name] always exceeded my expectations.

[Insert subject's name] is a delight to work with and I am sure [she/he/they] will be a valuable [insert subject's prospective job title] in your team.

If you have any further questions about [insert subject's name], feel free to reach me at [insert phone number] or [insert email].

Sincerely,

[Your name]

[Signature for hard copy]